

Stonington Housing Authority  
Edythe K. Richmond Homes  
Community Building  
Regular Meeting  
April 12, 2018  
Minutes

CALL TO ORDER:

Chair Julie Savin called the regular meeting of the Stonington Housing to order at 5:00 p.m.

ROLL CALL:

Those in attendance were Chair Julie Savin, Commissioner Kate Careb, Commissioner Kevin Beverly, Resident Commissioner Megan Falcone, Executive Director Phylcia Adams and Becky Champlin. Commissioner Beth Leamon arrived at 5:05 pm.

MINUTES:

A motion was made by Chair Savin and seconded by Commissioner Careb to approve the minutes of the March 8, 2018 regular meeting. Motion passed 4-0-0.

READING OF THE TREASURER'S REPORT:

Commissioner Leamon presented the Treasurer's report for March 31, 2018 showing a balance of \$0.00 in the Chelsea Groton Pet account (closed); -\$12.00 in the Chelsea Groton Operating checking account; \$1.85 in the Chelsea Groton Money Market account; \$54,084.72 in Savings Institute checking account; \$3,158.03 in the Savings Institute Pet account; a total in all Chelsea Groton accounts and Savings Institute accounts of \$57,232.60. A total of \$382,300.20 for savings and investments and \$130.51 in petty cash. The total of all savings and checking assets is \$439,663.31.

BILLS AND COMMUNICATIONS: None

MAINTENANCE AND ASSET MANAGEMENT REPORT:

- Cleaning LG handlers project completed for FY 2018.
- Numerous snow events. Snow removal/salting.
- Annual inspection notices sent out.
- Grounds project alongside building 17 completed.
- Upcoming projects for April/May: Annual inspections will be completed April 23<sup>rd</sup>. Raised vegetable garden bed repair, power washing, roof moss removal, and grounds work.

REPORT OF THE EXECUTIVE DIRECTOR:

Operations:

1. Annual recertifications are complete. Rent changes will take effect on May 1. Leases expire on April 30. New leases will be signed in April to take effect on May 1.

2. Waitlist lottery took place on March 6. Approved applicants were notified of their placement on the waitlist. There are 11 people on the waitlist.
3. Two residents submitted their notice to vacate. One is moving with family, the other is moving to another apartment community.
4. Completed Commercial Liability & Property Insurance Renewal paperwork. Policy will renew on July 1, 2018. Workers' Compensation Insurance will renew May 1, 2018; the premium is \$9,356.
5. Resident slipped in the parking lot during the 3/14/18 snow storm and suffered a concussion. Both the resident and Ron completed an incident report form.

#### Financial:

1. Will complete the application for the CT Neighborhood Assistance Act grant. This grant will provide up to \$150,000 in tax credit funding for energy efficient upgrades. Application is due May 31, 2018.
2. Completed grant application from Mystic Rotary Club. Requested \$500.00 for garden supplies.
3. Chelsea Groton Foundation accepting applications. Due April 20, 2018. Will request funding to support resident events.
4. Susan Gentile is providing support for the audit that will begin the week of April 30, 2018.

#### Maintenance:

1. Unit inspections are in progress. Will be complete the last week in April.
2. Coast Guard volunteers will be on-site on Saturday, April 21, 2018 from 8am to 11am to help with beautification.
3. Camera maintenance and repair is on-going.

#### REPORT OF THE RESIDENT COMMISSIONER:

##### Updates:

- Cookbook Committee: Need volunteers to collect recipes from residents to create a cookbook in memory of Elaine Schmidt. Anyone who is interested should contact the office.
- March Events
  - o 3/6/18: Popcorn and movie
  - o 3/20/18: Soup luncheon w/ Elvis Impersonator
- April Events
  - o 4/4/18: Lunch at Steak loft
  - o 4/7/18: Calvary Church Children's Choir
  - o 4/9/18: Site tour for SHS students and parents
  - o 4/10/18: Popcorn and movie
  - o 4/11, 4/18 & 4/25: Zumba class
  - o 4/21/18: Coast Guard Volunteers

**OLD BUSINESS:**

**Re-certifications complete:** As reported in ED Adams' report.

**GSRC Grant:** ED Adams reported that unfortunately SHA is not in the running for this grant and intends to apply next year.

**One Call Now – Automated telephone notifications:** ED Adams stated the automated calling system for residents is up and running. It will allow the office to send out reminder calls for upcoming events in the community hall as well as any emergency information calls that are necessary.

**Resident Telephone Directory:** The office has completed & updated the in-house telephone directory for residents. Residents may request a copy.

**Revised application for housing complete:** ED Adams presented the updated SHA Application for Housing as discussed in a previous board meeting. Chair Savin suggested just a couple of minor revisions be made to it.

**Hand sanitizer and disinfectant wipes purchased:** In response to the March Board Meeting discussion on keeping the community room sanitized, Lysol disinfectant wipes and hand sanitizers were purchased and placed in the community room and kitchen.

**NEW BUSINESS:**

**Annual Inspections:** As discussed in ED Adams' report.

**Coast Guard Volunteers (gardening):** As discussed in ED Adams' report. Volunteers will also help with any other minor home repair project requests.

**Audit will begin on April 30:** As discussed in ED Adams' report.

**Discussion – New maintenance truck:** A discussion ensued regarding purchasing vs. leasing a new SHA maintenance vehicle. Chair Savin asked ED Adams to get estimates for making repairs to the current truck and bring that information to the next Board Meeting. A discussion was also held as to whether to have Ron do the snow plowing next year if a new truck is purchased.

**PUBLIC COMMENT:**

Resident David Perrin requested that he would like the Coast Guard volunteers help clean out overgrowth in his garden area so that other residents can garden there.

Resident Louise Bray asked ED Adams exactly what the One Call system was for. Commissioner Leamon also suggested to ED Adams that it be used to remind residents the day before the monthly Board Meetings. Louise also recommended to ED Adams to look into some of the local nursing homes who may have more resources for free activities for residents.

**ADJOURNMENT:** A motion was made by Chair Savin and seconded by Resident Commissioner Falcone to adjourn the meeting at 5:39 p.m. Motion passed 3-0-0. Commissioners Careb and Leamon exited the meeting prior to adjournment.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'K Beverly', with a stylized flourish at the end.

Kevin Beverly, Secretary